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Safety

**THE AMC EN ROUTE MISHAP
PREVENTION PROGRAM**



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This instruction applies to squadrons, operating locations, detachments, and Contract Air Terminal Operations (CATO) assigned or attached to the 715th Air Mobility Operations Group and 721st Air Mobility Operations Group. Commanders are responsible for the safety program. Unless specified otherwise, the Air Mobility Squadron (AMS) safety technician or unit collateral duty safety representative (UCDSR) will be understood as the person to ensure this guidance is executed. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

1. Safety Staff.

- 1.1. AMS commanders with an authorized safety position will appoint a UCDSR to serve as the alternate to the AMS safety technician to provide safety coverage during the technician's absences.
- 1.2. AMS commanders without an authorized safety position will appoint a primary and alternate UCDSR to perform the safety function. The UCDSR will receive training from the host installation safety office within 30 days of appointment.
- 1.3. AMS safety technicians will provide training on mishap response procedures to include in-flight emergencies (IFE) and coordination with host safety offices to ensure all reporting timelines are met, names and numbers of all points of contact, suspenses and scheduled meetings that may occur, and surveillance of unit operations.
- 1.4. For absences greater than 30 days, additional training will be provided as specified by HQ AMC/SEO.

1.5. Copies of appointment letters and training documentation will be forwarded to HQ AMC/SEO and maintained in the squadron safety continuity book.

2. Program Responsibilities.

2.1. Develop and maintain a safety continuity book outlining the scope of duties and responsibilities, key issues, points of contact (POCs), and procedures necessary to maintain oversight of the AMS safety program.

2.2. Each AMS with an authorized safety staff will coordinate with host safety staff to receive copies of CA 1, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**; CA 2, **Notice of Occupational Disease and Claim for Compensation**, OSHA Forms 300, *Log of Work-Related Injuries and Illnesses*, CA 16, **Authorization for Examination and/or Treatment**, or host-nation equivalent forms involving AMS personnel. Where receipt of these forms is prohibited by the Host Nation, documentation of this prohibition and other pertinent information will be maintained in the AMS/SE continuity book.

2.3. Squadron safety policy letters and mishap reporting procedures (may be combined) will be published by the unit commander. Coordinate with the host safety staff to receive copies of all hospital treatment records involving AMS personnel to ensure mishaps are properly investigated and reported.

2.4. Attend installation Facility Utilization Board (FUB) meetings addressing issues impacting AMS areas and operations.

2.5. Establish a process to review all proposed equipment and facility modifications impacting AMS areas and operations to ensure safety requirements are incorporated.

2.6. Provide the host safety office a summary of civilian and military occupational injuries/illnesses by the 3rd work day of each month (if not otherwise accessible e.g. AFSAS).

2.7. The unit commander will develop annual complementary safety goals and objectives based on mission, organizational structure, and problem areas.

2.8. To facilitate mishap reporting, the squadron vehicle control NCO (VCNCO) must establish an agreement with the host vehicle maintenance and analysis office to receive copies of vehicle maintenance work orders to repair assigned vehicles resulting from accidents and claims submitted resulting from their operations. The squadron VCNCO will in turn notify the AMS Safety NCO/representative of the information.

2.9. Serve as the AMC liaison with the host wing weapons safety officer (WSO) for all weapons safety related issues.

2.10. Serve as the AMC liaison with the host wing flight safety officer (FSO) and home station units for all flight safety incidents involving AMC aircraft missions.

2.11. Serve as the single POC for safety issues concerning the unit. Ensure significant safety issues (as warranted) are relayed through host base, home station, and command safety channels.

2.12. Each AMS Safety office will provide HQ AMC/SEO, AMS commander and AMOG/CC with a "How Goes It" report every Monday morning that highlights any significant events, issues or mishaps that occurred during the preceding week.

2.13. Notify the host safety office of hazards and mishaps involving or affecting joint property.

3. Work Center Safety Representative. The need for work center safety representatives is at the discretion of the AMS/CC. Requirements applicable to work center safety representatives are available in [Attachment 3](#).

4. Reporting Officials. Reporting officials for the AMS safety technicians should be their respective squadron commanders. The duty title for the AMS safety technician should be NCOIC, XXX AMS Safety for technical sergeants and below. For master sergeants, the duty title should be safety superintendent, XXX AMS Safety.

5. Safety Inspections.

5.1. Annual AMS inspections (to include flight, weapons and ground programs) may be conducted as either a single squadron inspection or broken down by flight. If inspections are to be conducted by flight then a tentative inspection schedule will be developed, briefed to the squadron leadership and flight supervisors and posted in the safety continuity book.

5.2. The following procedures shall be used to inspect operating locations, detachments, and CATOs with 25 people or less that have been determined to have low mishap potential.

5.2.1. Collateral duty, task-qualified safety representatives may conduct these inspections using checklists developed by the parent AMS or HQ AMC/SE. The inspection reports, along with corrective actions taken to fully abate identified discrepancies will be furnished to the parent AMS and maintained for 1-year or until superseded.

5.2.2. AMS Safety Technicians may be utilized, as needed, to augment AMC/SEO in conducting inspections or visits to operating locations, detachments, and CATOs. Funding will be provided by HQ AMC/SE.

5.2.3. HQ AMC/SEO will coordinate with the respective host MAJCOM safety staff to have AMC units without an authorized safety position, and collocated or supported by the installation, to be inspected by the host safety office.

5.2.4. The 723 AMS and 735 AMS safety technicians will conduct and document annual facility inspections of the 721 and 715 AMOG staff work centers respectively.

5.3. Develop inspection checklists and ensure the checklists are made available to supervisors of all activities slated for inspection. The checklist will be reviewed annually for currency. Documentation of the review will be maintained to reflect the date reviewed and the name of the reviewer.

5.4. Follow-up action will be conducted and documented monthly on all open deficiencies.

6. Safety Program Evaluation. HQ AMC/SE will evaluate AMS safety programs in conjunction with HQ AMC/IG En Route Readiness Inspections.

7. Assessments. Conduct squadron safety program management assessments semi-annually using the checklist in [Attachment 1](#) and forward a copy of the report to HQ AMC/SEO.

7.1. Copies of flight and weapons safety assessments performed by the host safety staff along with corrective actions taken will be forwarded to HQ AMC/SE within 45 days of the visit. Provide HQ AMC/SE quarterly updates on all open deficiencies.

7.2. The 723 AMS and 735 AMS will conduct a limited program management assessment of the 715th and 721st A-staffs consisting of a review of Safety, Fire Protection, and Health On-The-Job Training (SFHOJT) as outlined in AFI 91-301.

8. Staff Assistance. Staff Assistance Visits (SAVs) from HQ AMC/SEO will be provided upon request of the AMS/CC. SAVs will not be conducted within 90 days of a scheduled evaluation or En Route Readiness Inspection.

9. High Interest Areas. As a minimum, conduct monthly high-interest inspections (minimum of four per month two of which will be conducted after normal duty hours (0700-1700) or normal duty days (Monday-Friday) of cargo handling, hangar door operations, special handling operations, aircraft towing operations and aircraft maintenance as applicable. AMS commanders may determine the need for additional high interest inspections based on trend analyses, mishap experience, and discrepancies noted during spot and annual inspections. Once identified, high-interest inspection areas will be designated in writing by the AMS commander, publicized, and inspected monthly for a minimum of 1-year. Documentation of the inspections may be electronic (Microsoft Office Excel or Access) or hard copy, be maintained for 1-year, and consist of date and time of the inspection, type of inspection (high-interest, after hours, normal or inspection follow-up) performed, brief description of observation, discrepancies (if noted) and the status.

10. Hazard Identification and Reporting. Hazard identification and reporting should be actively promoted within the unit and abated at the lowest possible level. The AMS safety technician will process hazard reports in accordance with the support agreement. If the procedures have not been specified in the support agreement the following procedures will apply: Track and process hazard reports involving only AMC resources or activities as outlined in AFI 91-202, para 4.4.3.. For AF Forms 457, **USAF Hazard Report**, involving host facilities, services or host support should be forwarded to the host safety office for processing and investigation. If it impacts operations, track the report until closed.

11. Mishap Reporting.

11.1. Submit Safety Automated Systems (SAS) mishap reports to AMC/SEO for review and coordination NLT 25 calendar days from the date of the mishap. All internal coordination required locally should be completed prior to submission. For operating locations, detachments, and CATOs, mishap reporting is the responsibility of the parent AMS' safety technician. For air mobility squadrons without an authorized safety position, the collateral duty safety representative will coordinate with the host safety staff (if U.S. Air Force) to complete the report as required by AFI 91-204 (if non-USAF host, coordinate with HQ AMC/SEO). Once completed, the host will transfer the report to HQ AMC/SEO, who will in turn, ensure the AMOG/CC is provided the opportunity to approve the report before final release.

11.2. The 723 AMS and 735 AMS will accomplish all class C, D & E mishap investigations and reporting requirements for their respective 721st and 715th AMOG Staffs. All other AMSs will similarly investigate and report mishaps occurring at each operating location, detachment, and CATO assigned to their squadron.

11.3. Notify HQ AMC/SEO by e-mail or telephone of all Material Handling Equipment (MHE), and property damage mishaps (non-aircraft related) within 24 hours. Property damage mishaps that involve aircraft require immediate telephonic notification.

11.4. Forward the Significant Events Log (SEL) to HQ AMC/SEO by the 10th day of each month. The SEL will include the date, time, duty status (on/off duty), flight assigned, rank, and a descriptive narrative of each event. All internal coordination required locally should be completed prior to submission. HQ AMC/SEO will consolidate inputs and provide an analysis to the AMOG commanders monthly. Data will be formatted as outlined in [Attachment 2](#). Modify as needed to report specific categories i.e. on-duty, off-duty, reportable, non-reportable, etc.

12. Trend Analysis. Conduct a comprehensive safety mishap analysis at least annually (November). Analyze and track reportable and non-reportable mishaps, inspections reports, hazard reports and abatement forms. Identify all unfavorable safety trends and provide recommended corrective action to prevent recurrence.

13. Safety Bulletin Boards. Ensure safety bulletin boards are maintained to display the minimum items listed below with bilingual instructions as needed. Safety bulletin boards should be placed in high pedestrian traffic areas. The number of safety bulletin boards is at the unit's discretion; however, recommend one per facility/building. Electronic bulletin boards may be used in addition to (but may not take the place of) facility bulletin boards.

13.1. HQ AMC, EMTF, AMOG, and AMS commander safety/ORM policy letters

13.2. AFVA 91-307, Air Force Environmental and Occupational Safety, Fire Protection and Health (AFOSH) Program

13.3. AF Forms 457, **USAF Hazard Report**, with bilingual instructions posted as needed

13.4. AMC Form 15, **Report All Mishaps and Hazards**, or equivalent locally produced visual aid.

13.5. Unit mishap reporting procedures.

14. Safety Technician Training.

14.1. AMS safety technicians (1S0X1) are encouraged to attend the formal Flight Safety NCO (FSNCO) course (L3AZR1S071-004). Request these training quotas through HQ AMC/SEF.

14.2. Contact the host wing safety office to receive additional duty safety training for specific host flight and weapons safety program requirements.

14.3. AMS safety technicians must complete and document orientation on the following topics from subject matter experts within the first 4 months of assignment:

14.3.1. Cargo processing

14.3.2. Passenger terminal operations and passenger movement

14.3.3. Fleet services

14.3.4. Material handling equipment used within the unit

14.3.5. Forward supply location (FSL)

14.3.6. Aircraft generation equipment (AGE)

14.3.7. Heavy aircraft familiarization

- 14.3.8. General maintenance operations to include marshalling, towing, jacking, kneeling, engine runs, and fueling/defueling
- 14.3.9. Hot cargo pads
- 14.3.10. Explosive routes
- 14.3.11. Hazardous cargo storage
- 14.3.12. Explosives licensing/site plans as they pertain to the unit
- 14.3.13. Hazardous material warning placards/signs
- 14.3.14. In flight emergency response
- 14.3.15. Requirements for completion and disposition of AMC Form 97, AMC Aircraft Mishap Report Worksheets
- 14.3.16. BASH, MACA, and FOD programs
- 14.3.17. Hazardous waste accumulation points

15. Flight Safety.

- 15.1. Assist the host flight safety office in monitoring flight-related programs as described in Chapter 7 of AFI 91-202. Attend host unit meetings in support of these programs.
- 15.2. Work closely with the host unit Foreign Object Damage/Dropped Object Program (FOD/DOP) monitor and attend host wing and squadron FOD/DOP meetings as necessary.
- 15.3. Fax or E-mail a copy of all completed AMC Forms 97, **AMC Aircraft Mishap Report Worksheet**, to the home station of aircraft ownership as soon as possible. Include a copy of the aircrew orders whenever possible. Do not delay forwarding AMC Form 97 for completion of the investigation. Notify the home station flight safety office of aircraft ownership via phone as soon as possible for all incidents involving aircraft damage. If unable to notify the home station, then notify HQ AMC/SEF who will, in turn, notify the home station.
- 15.4. Respond to IFEs for aircraft on AMC missions. For IFEs that generate an AMC Form 97, take actions outlined in paragraph 7.3.4.
- 15.5. Act as the primary AMC representative and provide assistance to the host wing's flight safety office when investigating hazard reports associated with the airfield and Hazardous Air Traffic Reports (HATRs) involving AMC aircraft.
- 15.6. Coordinate with the host flight safety office and airfield manager on major construction projects involving the airfield. Information that could adversely affect "safety of flight" will be forwarded through command safety channels for appropriate action. Accompany the host airfield manager at least monthly on airfield inspections.
- 15.7. Represent AMC at the host wing's Bird Aircraft Strike Hazard (BASH) and Midair Collision Avoidance (MACA) Program meetings. If possible, the AMS/DO should also attend these meetings.
- 15.8. Investigate bird strikes (non-damaging) to AMC aircraft and report them to the host wing flight safety office using AF Form 853, **Air Force Wildlife Strike Report**. Gather feathers (if available) and provide them as well. For reportable damage mishaps resulting from bird strikes, follow the host flight safety reporting program and initiate notification actions as outlined in paragraph 7.3.4.

16. Ground Safety.

16.1. Work closely with the host wing ground safety staff to ensure local requirements are included in the AMS safety program.

16.2. Mishaps involving host personnel or resources will be promptly reported to the host safety office.

16.3. Review host-tenant support agreements and mishap response plans annually.

16.4. Institution of a quarterly safety awards program tailored to meet individual squadron needs is encouraged. Support of the annual AMOG, AMC and Air Force awards program is highly encouraged.

16.5. SFHOJT lesson plans will be reviewed annually by supervisors (see AFI 91-301), and be routed through the AMS safety technician for review. All other written guidance (i.e. squadron OIs, regulations, flight/section OIs, government vehicle training lesson plans) with safety implications will also be routed through the AMS technician for review.

16.6. AMS safety technicians will review/coordinate on all AMS work requests, e.g. AF Forms 332, BCE Work Request, AMS construction projects, squadron self-help projects, etc. Project officers for self-help projects must ensure all workers receive a safety briefing prior to the start of work. The briefing must include the use of appropriate personal protective equipment for all tasks to be performed. The project officer must maintain documentation of the briefing provided until the project is completed.

16.7. Discuss/brief Operational Risk Management (ORM) issues, at least quarterly, with squadron leadership on the below areas, as appropriate. Documentation of these items discussed each quarter must be maintained for 1-year. This briefing may be conducted during an AMS staff meeting. Hard copy of the briefing slides with specific information on the notes pages and the AMS/CC's signature constitutes acceptable documentation.

16.7.1. Status of open abatement projects (RAC 1-5)

16.7.2. Analysis of hazard reports

16.7.3. Analysis of mishap experience

16.7.4. Summary of inspection and evaluation results

16.7.5. Review of higher headquarters/internal safety inspection findings and follow-up status

17. Weapons Safety.

17.1. The AMS safety technician will provide operational oversight for the squadron's weapons safety program. AMS Commanders will designate weapons safety representatives in each maintenance flight and special handling section.

17.2. The AMS safety technician and designated representatives will receive training from the host weapons safety office on location specific program requirements.

17.3. The AMS safety technician and weapons safety representatives will coordinate with the host wing to ensure adequate parking is maintained for AMC aircraft laden with hazardous cargo and aircraft defensive flare systems.

17.4. The AMS safety technician will ensure requirements in this section are coordinated with the host weapons safety office, maintenance flight, and special handling section to verify the inclusion of these items in the local training plans. Items not covered by the host weapons safety office during their training should be covered in a separate local squadron lesson plan to ensure the minimum command specific training requirements are being met.

17.5. AMS safety technician will ensure HQ AMC/SEW is provided a current, updated copy of the installation explosive map annually not later than 1 November. Submit changes that impact area of operations as they occur and during the annual map submission at the end of the fiscal year.

18. Host-Nation Directives. All en route units will comply with host-nation safety directives as applicable.

DAVID R. MILLER, Colonel, USAF
Director of Safety

Attachment 1

SELF-INSPECTION CHECKLIST

This checklist was developed to assist the AMS safety technician and collateral duty safety representative in performing a self-assessment of the unit safety program. It is not all-inclusive, but merely provides insight into the areas that are subject to higher headquarters review.				
NO	ITEM	Yes	No	N/A
1.	Has each AMS commander appointed a unit collateral duty safety representative to serve as an alternate to the AMS safety technician? (AMCI 91-202, Para 1.)			
2.	Has a safety continuity book been developed? (AMCI 91-202, Para 2.1.)			
3.	Are civilian injuries tracked using appropriate CA or host nation equivalent forms? (AMCI 91-202, Para 2.2.)			
4.	Are unit mishap reporting procedures published by the unit commander? (AMCI 91-202, Para 2.3.)			
5.	Does the AMS safety technician attend installation FUB meetings when issues pertaining to their area of responsibility are addressed? (AMCI 91-202, Para 2.4.)			
6.	Does the AMS safety technician review applicable plans, procedures, and equipment modifications/acquisitions? (AMCI 91-202, Para 2.5.)			
7.	Does the safety technician facilitate the development of safety goals and objectives developed? Are the goals approved by the unit commander annually? (AMCI 91-202, Para 2.7.)			
8.	Are quarterly work center safety representative meetings held and minutes published, within three days, of topics covered? (AMCI 91-202, Para 3. & A3.2.)			
9.	Are the unit flight, weapons, and ground safety programs inspected annually? (AFI 91-202, para 5.1.)			
10.	Are applicable safety checklists developed and provided to work center supervisors and kept current? (AMCI 91-202, Para 5.3.)			
11.	Is there an adequate tracking system to ensure timely follow-up/close out of all open deficiencies? (AMCI 91-202, Para 5.4.)			
12.	Are high interest spot-inspection concerns publicized and inspected monthly? (AMCI 91-202, Para 9.)			
13.	Is the hazard reporting program promoted and hazards abated at the lowest possible level? (AMCI 91-202, Para 10.)			
14.	Do safety bulletin boards contain all required items? (AMCI 91-202, Para 13.)			
15.	Has an analysis been conducted to identify and address unfavorable trends? (AMCI 91-202, Para 12.)			

NO	ITEM	Yes	No	N/A
16.	Are work center safety representatives trained within 30 days of appointment? (AMCI 91-202, A3.1.1.)			
17.	Are AMS safety technicians actively pursuing orientation on the recommended topics in para 13.3.1 through 13.3.17? (AMCI 91-202, Para 13.3.)			
18.	Are AMC Forms 97, AMC Aircraft Mishap Report Worksheet , forwarded to the home stations of AMC aircraft as necessary? (AMCI 91-202, Para 14.3.)			
19.	Does the AMS safety technician accompany the airfield manager on monthly airfield inspections? (AMCI 91-202, Para 14.6.)			
20.	Does the AMS safety technician represent AMC at host flight safety meetings to include BASH and MACA? (AMCI 91-202, Para 14.7.)			
21.	Are support agreements reviewed annually to ensure they meet unit/AMC needs for flight, weapons, and ground safety? (AMCI 91-202, Para 15.3.)			
22.	Are all Safety, Fire, and Health On-The-Job Training Outlines (SFHOJT) reviewed and updated at least annually? (AMCI 91-202, Para 15.5.)			
23.	Does the AMS safety technician coordinate on all AF Forms 332, unit construction projects, self-help projects, etc.? (AMCI 91-202, Para 15.6.)			
24.	Do the AMS safety and squadron leadership conduct a quarterly review of the topics listed in paragraphs 15.7.1 through 15.7.5? (AMCI 91-202, Para 15.7.)			

Attachment 2

SIGNIFICANT EVENTS LOG

ABC AMS, USA

Date

____ REPORTABLE

___ *On-Duty*___ *Off-Duty*

____ NON-REPORTABLE

___ On-Duty

___ Off-Duty

___ GMV

On-Duty Reportable

Date	Time	Duty Status	Flight	Rank	Age	Experience

Narrative: To include damage estimate, medical treatment, and any lost duty time.

On-Duty Reportable

Date	Time	Duty Status	Flight	Rank	Age	Experience

Narrative:

GMV Non-Reportable

Date	Time	Duty Status	Flight	Rank	Age	Experience

Narrative:

Attachment 3

WORK CENTER SAFETY REPRESENTATIVE

A3.1. General. The need for work center safety representatives is at the discretion of the AMS/CC however, is not required for flights of less than 25 people. If work center safety representatives are utilized then the AMS safety technician will develop a work center safety representative training plan focused on the responsibilities listed below.

- A3.1.1. Receive training from the AMS safety technician within 30 days of appointment. For units without an authorized safety position attend host installation training course or the collateral duty safety representative may train representatives using material acquired from the host safety office.
- A3.1.2. Manage proactive safety program for your work center
- A3.1.3. Serve as the focal point for all work center safety matters
- A3.1.4. Keep flight supervision informed of the program status
- A3.1.5. Assist the flight commander in promoting an aggressive traffic safety program
- A3.1.6. Maintain program management book as directed by the AMS safety technician
- A3.1.7. Publicize mishap reporting procedures
- A3.1.8. Publicize hazard reporting and hazard abatement procedures
- A3.1.9. Distribute safety educational materials for supervisors to use in conducting safety briefings
- A3.1.10. Publicize requirements for personal protective equipment (PPE)
- A3.1.11. Conduct at least one spot inspection per week, document per para 3.6.
- A3.1.12. Maintain safety bulletin boards
- A3.1.13. Attend USR meetings
- A3.1.14. Promote safety awards program
- A3.1.15. Monitor and provide updates to open safety issues within their area of responsibility

A3.2. Work Center Safety Representative Meetings. The AMS safety NCO will hold quarterly work center safety representative meetings. The purpose of the meetings include discussion of safety-related problems and program changes, mishap cross tell, provide continuation training, distribute safety education and publicity material, and discuss other topics to ensure program continuity. Meeting minutes will be published within 3 workdays and maintained to include a record of attendance and topics covered for 1-year.